

Highland Park PTO Disbursement Request

Check /Reimbursement Request Instructions

1. Securely attach receipts or invoices to this request.
2. Identify items for which you are asking to be reimbursed if a receipt with mixed items is attached.
3. Complete the form providing clear reason for the items purchased, and whether the reimbursement is to you or the vendor.
4. Obtain authorization from a PTO board member. Board members must not sign off on their own expenses.
5. Submit this completed form and receipt(s)/invoice(s) to PTO Treasurer.

All items purchased or reimbursed with Highland Park PTO funds become the property of Highland Park.

Today's Date:	_____	Requested By:	_____
Amount Requested:	_____	Contact Phone:	_____
Check Payable To:	_____		
Project, Budget Category & Description of request for funds:	_____ _____		
How does the payee wish to receive the check?	_____		
Mail? include full address:	_____		
Mail direct to vendor? Address if none on invoice:	_____ _____		

Authorization
(PTO Board Member): _____

Date Disbursed: _____

Check Number _____

If you have questions, please e-mail the treasurer at: treasurer.highlandparkpto@gmail.com